

Distr

LIMITED

CS/ADM/SC/XIX/5(C)

 Original: ENGLISH

COMMON MARKET FOR EASTERN

AND SOUTHERN AFRICA

Twenty Second Meeting of the Sub-Committee on Audit

And Budgetary Matters

30th September – 5th October 2019

Lusaka, Zambia

2020 COMESA RIA DRAft budget

**Notes to the Budget**

1. **Salary for Professionals** Based on the COMESA Professional cadre scale. – Increase in Professional salaries budget due to the 20th Board of Director decision “Upgrade the post of Research Analyst at from the current IC to a professional category.
2. **Salary for RIA staff** Based on the COMESA IC cadre scale.
3. **Housing Allowance** Based on the COMESA IC cadre scale.
4. **Dependents Allowance** Based on the COMESA IC cadre scale.
5. **Gratuity** 15% of RIA staff’s monthly salary.
6. **Medical Allowance** RIA staff are entitled to a medical allowance of up to USD 3,750 per year.
7. **Education Allowance** RIA staff are entitled to an education allowance of up to USD 2,888 per child.
8. **Hospitality** To accommodate guests and invite relevant key individuals (officials, private sector, etc.)
9. **Technical Meeting: The budget line will cater for an annual stakeholders meeting which will include all National Investment Agencies of the Member States.**

During COMESA RIA’s 21st Board of Directors meeting, decided that COMESA RIA organises a meeting for all CEOs and Heads of COMESA National Investment Promotion Agencies (NIPAs) aiming at networking, sharing successful experiences and practices as well as enhancing intra-regional collaboration as has been identified as a key outcome of COMESA RIA’s Strategic Medium-Term Plan (SMTP). In addition to that, the seminar aims at discussing ideas and suggestions on how to enhance communication between COMESA RIA and Member NIPAs, more specifically feedback on the outcome of COMESA RIA services to them and collaborate in packaging investment opportunities. Furthermore, the board recommended that RIA and NIPAs shall engage and facilitate programs and initiatives related to regional integration such as promoting regional projects.

1. **Meetings and Workshops** To support capacity building and promotional activities
2. **Board Expenses** To review RIA’s operations, proposed budget and workplan, and provide strategic direction.
3. **Travel Expenses** To cover RIA staff mission expenses required to successfully implement RIA’s work plan. The missions are divided into promotional missions, capacity building missions, and resource mobilisation missions.
4. **Production of Publications** COMESA RIA produces various promotional publications annually, each publication has a specific targeted audience as well as specific objective. Some of these publications aim at promoting a single Member State’s business and investment environment, while others promote the COMESA region collectively as an attractive investment destination. In addition to that, COMESA RIA produces publications aim at introducing RIA’s mission, vision, services, and achievements to all regional and international FDI stakeholders.
5. **Audit Fees** Based on actual fees paid in 2018.
6. **Subscriptions** As per council decision RIA should continue subscribing with WAIPA for the benefit of COMESA member states
7. **Maintenance of Office Equipment** To cover the annual maintenance contract for printers, photocopy machine, fax, and telephone sets.
8. **Telephone, Email & Fax** To cover international phone bills, internet subscriptions, courier, and posting.
9. **Insurance for other assets** for office equipment and furniture insurance inside and outside of RIA’s premises.
10. **Consultancy** To cover consultancy fees required to support RIA in development and implementation of the work plan of RIA
11. **Moto Vehicle** To cover all motor vehicle expenses, Insurance, Petro, Maintenance and spare parts
12. **Driver Allowance** To cover the driver and messenger allowance.